

Application for a New Course v10.5

Course ID <i>Subject and Number</i>	BIBM 678
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Chris Flanders
2	Course Teacher	Chris Flanders
3	Course Title	GST Senior Portfolio Preparation
4	Course Abbreviation (if title is over 30 characters)	
5	College	College of Biblical Studies
6	Department	Graduate School of Theology
7	Number of Credit Hours	0
8	Is the course Fixed Credit or Variable Credit?	Fixed
9	Is the course repeatable?	No
10	Maximum number of times course may be repeated	0
11	Maximum number of hours credit	0
12	Explanation for variable credit	
13a	Course contact hours - LEC	0
13b	Course contact hours - Lab	0
13c	Course contact hours - Practicum	0
13d	Course contact hours - Seminar	0
13e	Course contact hours - Studio	0
13f	Course contact hours - Online	20
13g	Course contact hours - Colloquium	0
13h	Course contact hours – Field Experience	0
13j	Course contact hours - Internship	0
13k	Course contact hours - Research	0
13m	Course contact hours - Workshop	0
13n	Course contact hours – Other (specify)	0
14	Instructor Workload	Limited interaction with student assignments
15	Grade Mode (check all appropriate):	☐ Standard ☒ Credit/No Credit (undergrad only)
16	Maximum Enrollment	
17	Catalog Description (50 words or less)	This zero-credit module is required for all GST students preparing for their senior review
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	None

19	List any co-requisites	None
20	If the course is cross listed, specify the Course ID(s) MUST have signature in Section V off all Department Chairs	
21	Does this course have any special student costs? Yes/No <i>Attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>	No
22a	How often will it be offered? Fall	Yes
22b	How often will it be offered? Spring	Yes
22c	How often will it be offered? Summer	Yes
23	Frequency? All, odd, or even years?	All
24	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2016
25	List course/s that should be deleted, include the last semester for course/s being deleted <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	BIBM 679
26	Is this course required for a degree/s? Yes/No <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	Yes
27	Should the addition of this course be retroactively applied to the degree plan it supports? Yes/no and explain	No. The course BIBM 679 was adequate for all previous students.
28	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught.</i> <i>(Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, courses may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>	Yes. BIBM 640W1 Sp. Top: MDIV Capstone. Spring 1 2016- 5 students
29	List any courses in which content overlaps the proposed course. (Course ID and Name) <i>Attach statement from instructor/dept chair of existing course justifying the new offering in Section IV-D.</i>	None

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	It replaces BIBM 679 for the MDIV. For other degrees it creates no curricular change.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	The Senior Review is a required summative experience for all non-research GST degrees. This online module assists students in focusing their preparation for the Senior Review. It replaces the course BIBM 679 and integrates the substantive components of that course into the online module.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	All GST students who are enrolled in the MDIV, MACM, or MAGS.
2	State the overarching course goal(s) in performance terms.	This is a non-credit module. The module must be completed in full but there are no graded assignments.

2. Competencies and Measurements

	Competency	Measurement
1	GST Program 4-Reflectively examine self in relation to God, others, and self	GST Classroom Virtues reflective paper; Theology of Ministry appendix; Senior Case appendix.
2		
3		
4		
5		
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name _____

Primary Department

Department Chair

Dean of the College

Date

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Dean of the College

Date

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Dean of the College

Date

Date

VI. Actions *Place all actions on one page.*

Course ID: _____

Course Title: _____

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ____ Denied ____ _____
College Dean or Director Date

Approved ____ Denied ____ _____
College Dean or Director Date

2. Graduate Council: (for graduate level courses)

Approved ____ Denied ____ _____
Dean of Graduate School Date

3. Teacher Education Council: (when applicable)

Approved ____ Denied ____ _____
TEC Chair Date

4. University General Education Council: (when applicable)

Approved ____ Denied ____ _____
Provost's designee Date

5. University Undergraduate Academic Council: (*undergraduate level courses*)

Approved ____ Denied ____ _____
Vice Provost Date

6. Academic Provost: (for all courses)

Approved ____ Denied ____ _____
Provost Date

7. President of the University: (for all courses)

Approved ____ Denied ____ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

Abilene Christian University

College of Biblical Studies

BIBD 678 GST Senior Portfolio Preparation

The mission of Abilene Christian University is to educate its students for Christian service and leadership throughout the world.

The GST aims to equip men and women for effective missional leadership for ministry in all its forms and to provide strong academic foundations for theological inquiry. By equipping students with the requisite skills, knowledge, and experience, the GST aspires to produce graduates with trained minds and transformed hearts.

COURSE DESCRIPTION

This zero-credit module is required for all GST students preparing for their senior review. It provides each graduating GST student guided assistance in preparing for their senior review. Additionally, this module assists students to examine personal and professional identity issues by completing various assessments.

TEXTBOOKS/SUPPLIES

- All the needed documents and links will be distributed via the course site.

COURSE POLICIES

Attendance Policy: This is an online capstone where no formal attendance is required. There are certain due dates for assignments and exercises to which students need adhere.

ACADEMIC INTEGRITY POLICY: Violations of academic integrity and other forms of cheating, as defined in ACU's Academic Integrity Policy, involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying and represent actions contrary to the behavioral norms that flow from the nature of God. Violations will be addressed as described in the Policy. While the university enforces the Policy, the most powerful motive for integrity and truthfulness comes from ones' desire to imitate God's nature in our lives. Every member of the faculty, staff, and student body is responsible for protecting the integrity of learning, scholarship, and research. The full Policy is available for review at the Provost's office web site (<http://www.acu.edu/campusoffices/provost>) and the following offices:

provost, college deans, dean of campus life, director of student judicial affairs, director of residential life education and academic departments.

The Americans with Disabilities Act (ADA) protects individuals with disabilities from discrimination. If a student requests accommodations under ADA, please notify the professor one week prior to the course. If needs arise during the course, please notify the professor as soon as possible. The professor will work with the College of Biblical Studies to accommodate the student's needs.

The professor reserves the right to make modifications to the calendar.

COURSE REQUIREMENTS

- **Revised Theology of Ministry Paper**
 - This includes an appendix to your Theology of Ministry paper, entitled "What I Have Changed". This should include your own personal reflections on the way(s) you have grown, rethought, modified, or otherwise changed your Theology of Ministry. Place this reflective appendix at the end of your Theology of Ministry paper.
- **THEOLOGY OF MINISTRY- ENGAGING OTHER STUDENTS**
 - You will read the Theology of Ministry paper of one other student. You will then offer constructive and critical feedback on their work.
- **Revised Senior Case**
 - This includes an appendix to your Revised Senior Case, entitled "What I Have Changed". Place this reflective appendix at the end of your Senior Case paper. In this appendix, narrate in what way(s) you have made changes. This appendix is a way you can elaborate on your own theological, biblical, and historical growth.
- **GS6 Classroom Virtues Reflection Paper**
 - You will reflect on each GS6 Classroom Virtue and write a short narrative (2-3 paragraphs per virtue) in which you elaborate on how your time in the GS6 has impacted you vis-a-vis each virtue. In particular, you will discuss how the growth (or if not actual growth in the virtue itself, growth in awareness of how you need to continue working in this area) will impact you as you leave the GS6 and embark on your future ministry.

Student Learning Outcomes	COMPETENCIES: LEARNERS MUST DEMONSTRATE THE ABILITY TO:	ASSESSMENT: LEARNERS' PERFORMANCE WILL BE MEASURED BY:
Identity (Program Outcome 4) Graduates will have clarity in professional identity	Reflectively examine themselves in relationship to God, others, and self	Peer review of their revised senior case, statement of ministerial identity, and theology of ministry: GST Classroom Virtues Reflection Paper

March 10, 16

Dr. Christopher Flanders
Halbert Institute for Missions
325-674-3711
chris.flanders@acu.edu

Re: Review of BIBM678: Portfolio Preparation

Dr. Flanders,

Thank you for the submission of BIBM678: Portfolio Preparation. I reviewed the syllabus based on the university guidelines and I am attaching a checklist that we usually use for courses. As the proposed is actually preparation for portfolio, instead of a full course, some items may not apply. Please consider adding some missing items when it helps to clarify your requirements to students. There is no need to bring it back to the Adams Center for further review.

I do have some specific suggestions for you to consider:

- It helps to specify the location of the course. All Canvas courses have unique URLs students can click on to go to the courses if you just use one course for this purpose. Or do you plan to embed this module in a specific course?
- In the syllabus can you specify who is going to be checking student work?
- You might want to check the ePortfolio tool that Canvas has ([click here for tutorial](#)) to allow students to build and submit their portfolios.

This letter is not meant to be a final approval in the course application process. It is intended as a reference for council members, who may have questions or comments of their own. If there is anything else I can do for you, please feel free to let me know.

Sincerely yours,



Director of Instructional Design
Adams Center for Teaching and Learning
Abilene Christian University

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

MEMORANDUM

DATE: March 30, 2016
TO: Dr. Chris Flanders
FROM: Mark McCallon, Associate Dean for Library Information Services
RE: Course Application BIBM 678 – GST Senior Portfolio Preparation

Based on the recommendation of Craig Churchill, Theological Librarian, the library can adequately support the proposed course. Thank you for letting us review the course application.

ACU Syllabus Checklist

Revised on July 15, 2014 based on ACU New Course Application v10.5.

Course Title and Number

BIBM 678 GST Portfolio

Reviewer

Berlin Fang

Developer

N/A

About the course

- ☒ Course number and title
- ☒ Credit hours
- ☐ Semester and year
- ☐ Meeting time and place
- ☐ Prerequisites/co-requisites

About the instructor(s)

- ☐ Name and title or rank
- ☐ Office location
- ☐ Contact information
- ☐ Office hours/contact expectations

Mission statements

- ☒ ACU mission statement
- ☒ College mission statement
- ☒ Department mission statement
- ☐ Personal mission statement (optional)

Unique Christian Perspective

- ☒ Description of how learning and Christian faith are integrated in the course

Course Content

- ☒ Catalog description

- ☒ Intended audience
- ☐ Outline of topics

Teaching/Learning Methods and Format of Class Sessions

- ☒ Description of the types of activities students should expect in the course

Materials

- ☒ Required and optional materials, including textbooks, etc.

Learning Objectives/Competencies

- ☒ Specific competencies stated in measurable terms
- ☒ Assignments or instruments that will be used to assess the competencies.

Assessment/Grading Criteria

- ☒ Complete and accurate details of factors and elements that will comprise the final grade
- ☐ Weight or point value of all graded elements
- ☐ Grading scale with clear expectations for grades
- ☐ Extra credit opportunities (optional)

University Policies

- ☒ Special needs policy -ADA
- ☒ Academic integrity policy (recommended)
- ☐ Title IX policy (recommended)

Course Policies

Expectations and consequences regarding:

- ☐ Participation
- ☒ Attendance and tardiness
- ☐ Course specific academic integrity policy (optional)

Calendar

(Note: Calendar is not required for Course Application, but it must be included in all syllabi distributed to students.)

- ☐ Exam dates
- ☐ Assignments
- ☐ Due dates and other deadlines (and late assignment/exam policy)
- ☐ Schedule of readings and topics
- ☐ Statement to reserve the right to modify the calendar as necessary

Any comments?



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